

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Additional Overtime Information per Your Verbal Request

FROM:

EXTENSION

NO.

Deputy Director of Finance
1212 Key Bldg.

DATE

6 NOV 1991

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.
EO/DDA
7D24 Hqs.

6 NOV 1991

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DD/A Registry
81-2188/4

6 NOV 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM:
Deputy Director of Finance

SUBJECT: Additional Overtime Information per
Your Verbal Request

1. The following is a breakdown of overtime costs incurred for FY-76 through FY-81 by directorate.

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2. You will note that we have provided information relative to percentage of increase compared to prior year costs. In addition, we have provided as a matter of information pay raise increases for FY-77 through FY-81.

3. The following information is provided for your use as appropriate.

a. Directorate level Budget Officers could provide information on an office by office basis justifying the increases/decreases by fiscal year should such additional information be required.

b. Annual pay raises obviously affect overtime rates and account for a portion of the increased dollar costs.

ADMINISTRATIVE — INTERNAL USE ONLY

c. The initial Agency-wide records review for declassification, destruction, etc. conducted during FY-77 and FY-78 would undoubtedly account for a portion of the overtime costs incurred in those time frames.

4. Please advise if we can be of any further assistance.



25X1